

An M-Spirit upgrade is scheduled for release to the WIC clinics on June 11. The release will contain the following changes:

- Early re-certification for infants
- Fruit and Vegetable Swap
- New infant age categories
- Resumption of appropriate Aid permissions (Health Information screen)
- Report fixes

In this training we will cover each of these areas, but first a couple reminders.

1. If your clinic is known to have bandwidth problems, please remember to arrive early to start the upgrade. Bandwidth issues will cause the upgrade to take up to half an hour, sometimes longer. Initiating the upgrade early will help avoid delayed appointments.
2. For all M-Spirit users—reset local reference data when your computer is done upgrading. This will ensure that you receive all food item changes and help you avoid Food Prescription and Issuance errors.

### Early Re-certification for Infants

This enhancement will allow children less than 1 year old to be re-certified up to 30 days before their first birthday and receive a 12 month certification. This only applies to infants currently certified. This enhancement does not require a special process and does not include any changes for users in M-Spirit.

### Fruit and Vegetable Swap

The new food rules allow participants to swap their Fruit and Vegetable benefits. This choice will only apply to Infants 9 to 11 months old, and Food Package III Women and Children. This change will introduce a new Infant food item, called “FRESH FRUITS AND VEGETABLES”.

The allowed exchanges are as follows:

- Infants 9 to 11 months old, who are Partially Breastfed or Fully Formula Fed, may exchange 64 ounces of Jarred Fruit and Vegetable for a \$4 Infant Fresh Fruit and Vegetable benefit.
- Infants 9 to 11 months old, who are Fully Breastfeeding, may exchange 128 ounces of Jarred Fruit and Vegetable for an \$8 Infant Fresh Fruit and Vegetable benefit.
- Package III women may exchange the \$10 Fresh or Frozen Fruit and Vegetable benefit for 160 ounces of Jarred Infant Fruit and Vegetables.
- Food Package III children may exchange the \$8 Fresh or Frozen Fruit and Vegetable benefit for 128 ounces of Jarred Infant Fruit and Vegetables.

Exchanges will not be allowed in any other cases. To make an exchange in the system you will need to manually add the food item to the food prescription. Please note that all infants require an assessment for readiness by the CPA to swap jarred F/V for fresh. This assessment needs to be documented in the General note. Also, remember that for women and children the “Requires Food Package III” checkbox on the Health Information tab must be checked off and an approved prescription must be scanned in. If the healthcare provider deferred “supplemental foods” assignment to the RD, then the RD may approve.

## New Infant Age Categories

Currently, there is one age category for 6 to 11 month old infants; due to the new Fruit and Vegetable swapping functionality, the existing 6 to 11 month old category will be replaced with two new ones. The new age categories are 6 to 8 months and 9 to 11 months. These new categories will bring changes in Food Prescriptions and Nutrition Assessment Questions.

When you certify a new infant, the system will automatically create food packages for the 6 month and 9 month milestones. For infants already certified, the existing 6 month old food prescriptions will not need to be re-created or modified; but the 9 month old prescription will need to be added. A report identifying all infants without a 9 month old prescription will be available in Spirit Utilities under Temporary Reports; it is called “Infants Missing 9 Month Old Prescription” and is located. The report will be available on June 11.

There are new Nutrition Assessment Questions for each of these age categories, this should not affect your day-to-day work; but it is something to be aware of.

## Resumption of Appropriate Aid Permissions (Health Information screen)

Official Aid duties do not include or allow for creating or modifying food prescriptions; however, in order to work around a bug Aids were given certain permissions that allowed this. The bug is fixed in the new release and the appropriate permissions will now be enforced. This change will prevent Aids from setting Breastfeeding Amounts, due to the inherent connection between the Breastfeeding Amount and Food Prescriptions.

## Report Fixes

We will not be going into details for each report fix, but the newly certified reports are:

- Benefit Pickup Report
- Breastfeeding Initiation Report

A certified report simply means that known problems are determined to be “fixed” and the data has been validated as accurate. If you are interested in using these reports, they are available in M-Spirit.

## Initial Contact Button

The Initial Contact Button is located on the Create New Household Screen, Demographics screen and Appointments Screen. Use this button for new certifications only, not subsequent certs. You would use this button, for example, if a brand new family comes to your clinic or a woman returns after becoming pregnant again.

For a brand new applicant, you are required to enter today’s date and the applicant’s category before proceeding. You may enter the first appointment offered in the appointment screen if you do not know the date when creating the folder.

Remember, this is the first appointment offered. If for some reason the applicant cannot make the first appointment, enter the date of the first appointment offered. If necessary, make a note.

If you are scheduling for infant not born, you would enter the first appointment offered as the day they show up in clinic.